

A G E N D A

CENTRAL BUSINESS IMPROVEMENT DISTRICT FORT SMITH, ARKANSAS

MEETING – Tuesday, January 16, 2018
Area Agency on Aging Building
524 Garrison Avenue
Fort Smith, Arkansas
7th Floor Board Room

TIME: 9:30 a.m.

1. Call to order – Mr. Richard Griffin, Chair
2. Roll Call
3. Administration of Oath of Office for CBID Commissioners – Sherri Gard, City Clerk
4. Approve minutes of November 21, 2017 regular meeting
5. Treasurer's Reports
 - a. November, 2017 CBID Financial Report
 - b. December, 2017 CBID Financial Report
6. Presentations & Reports
 - a. Neighborhood Services Report
 - b. CBID Business License & Open Permit Reports
 - c. City Report – status of projects
7. Business or Discussion Items:
 - a. Consider application by 64.6 Downtown for conditional use permit to allow a mobile food court at Garrison Commons, 913-915 Garrison Avenue (Mr. McIntosh)
 - b. Discussion regarding potential projects for the CBID (Mr. Griffin)
8. Other discussion items.
9. Meeting Schedule:
 - a. February 20, 2018: Regular Meeting
10. Adjourn

CENTRAL BUSINESS IMPROVEMENT DISTRICT
FORT SMITH, ARKANSAS

Tuesday, November 21, 2017
Area Agency on Aging building, 524 Garrison Avenue
Fort Smith, Arkansas
7th Floor Board Room

Meeting Minutes

The Fort Smith Central Business Improvement District Commission's regular meeting was scheduled for 9:30 a.m. on Tuesday, November 21, 2017 in the 7th floor board room of the Area Agency on Aging building, 524 Garrison Avenue, Fort Smith, Arkansas.

The meeting was called to order by Mr. Phil White, Vice-Chairperson, at 9:30 a.m. and a quorum was noted present. Also in attendance were commissioners Lee Ann Vick, Steve Clark, Bill Hanna, Sam Sicard, Rodney Ghan and Jeff Pryor. Commissioner Richard Griffin was absent. Others in attendance included Brenda Andrews, Doug Reinert and Jeff Dingman of the City of Fort Smith.

Mr. Hanna moved approval of the minutes of the October 17, 2017 regular meeting. Mr. Pryor seconded and the motion carried by unanimous vote.

The commissioners considered the Treasurer's report for the month of October 2017, such documents being previously provided by Mr. Sicard for the commissioners' review. Mr. Sicard noted the disbursement of \$25,000 to Park Partners in support of the riverfront skate park/pump track project, as approved by the CBID at the October meeting. As of October 31, 2017, the Total Cash-on-Hand for the CBID amounted to \$87,894.98. Restricted funds comprise \$5,439.90 of the total. The total cash net of restricted funds amounted to \$82,455.08. Mr. Clark moved approval of the Treasurer's Report. Mr. Hanna seconded and the motion carried by unanimous vote.

The Commission reviewed the Neighborhood Services report, CBID Business License Report, and Open Permit reports regarding activity in the CBID through the month of October. There were no questions.

Doug Reinert, Director of Parks & Recreation provided an update on projects. Most notably, the construction of the fishing pavilion, parking lot expansion, sand volleyball courts, dog park, and playground at Fort Smith Park are underway and making progress. Phase III of the Greg Smith River Trail is also under construction to connect the existing trail to Fort Smith Park. There are two new splash pads going in where the wading pools were. Design for Phase II of the 51-acre park improvements is next up, department staff will get that underway soon. Staff is busy with Christmas lights, both in the parks and along Garrison Avenue and the rest of downtown, and gearing up for the Holiday Express, which opens December 4 with the unveiling of the new electric locomotive for the Creekmore Park train.

Mr. White asked how the department finishes off the perimeter of trails projects, indicating that his company has nearly 50 truckloads of mulch that could be used instead of sod or grass. Mr. Reinert indicated that the sod or grass is necessary to stabilize the soil and prevent erosion, but the Parks Department may have other areas where they could use the mulch. Mr. Hanna asked the timeline of finishing Phase III of the Greg Smith River Trail into Fort Smith Park, and if it is to be finished in asphalt or concrete. Mr. Reinert said he anticipated the construction to be complete near

the end of January or beginning of February, well within the contractor's allotted project time. It will be finished in concrete so as to conform to construction standards required in ArDOT's right-of-way. The contractor, Forsgren, has been making good time on the project and has had very few obstacles to date.

Mr. White introduced the first order of business, seeking the CBID's approval of plans for façade improvements at his own project at 901 & 911 Garrison Avenue. The CBID has already approved the courtyard concept, but the project now seeks approval for the proposed building facades and exterior for the rest of the project, as indicated in renderings and drawings provided in the CBID's meeting packet materials. Mr. White noted that the project has applied for historical tax credits to help with the improvements to the exterior appearance of the buildings. Mr. Sicard moved approval of the proposed façade and exterior improvements at 901 & 911 Garrison Avenue. Ms. Vick seconded, and the motion carried by a vote of six in favor, zero against, with one abstention. Aside from explaining the request as the project sponsor, Mr. White abstained from the discussion and the vote due to a conflict of interest.

The next item was consideration of a request to remove the storefront at 904 Garrison Avenue and replace with decorative aluminum fence panels to create a secure outdoor patio space, and approve façade improvements for the entire project encompassing a cigar bar & lounge at 904 & 906 Garrison Avenue. Mr. Rhett Taylor of Childers Architects, discussed the project on behalf of the property owner. The two spaces are to be combined for the project, with the main entrance at 906. The exterior wall at the front of 904 will be recessed sixteen feet, and replaced with secure patio fencing panels to create a four-season outdoor patio space. The existing mismatched awnings will be removed and replaced with a single canopy that incorporates LED lights designed to project seasonal colors on the front of the building. The brick on the façades of both buildings will be cleaned and painted in tones of brown according to a color palette provided by Mr. Taylor. The proposed façade will also include 60" painted address numbers 9-0-6 denoting the name of the facility, which is also the address of the building. The building will be outfitted in high-quality finishes, including an HVAC system designed to evacuate smoke from the lounge area. Upon CBID approval, construction plans will be finalized and forwarded to the city for review, and the project proceed as fast as possible from there, with the goal of being open in early 2018.

Mr. White mentioned that the absent Mr. Griffin might have something to say in opposition to the removal of the storefront itself, even though the structure is considered non-contributory to the designation of the Garrison Avenue Historic District, but likely would welcome the revitalization of this property. Mr. Clark moved approval of the exterior design plans as presented. Mr. Sicard seconded, and the motion carried by a vote of seven in favor, zero opposed.

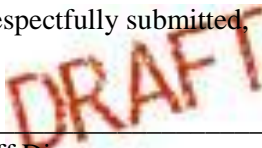
The third item was consideration of a request to remove the storefront at 709 Rogers Avenue and replace with decorative fence panels to create a secure outdoor patio space. Architect P. Jeffery Lee spoke to the project on behalf of the owner, and renderings were provided in the agenda packet materials. The CBID has previously approved demolition of the roof of this structure to create the outdoor space, along with a raised balcony structure off the front of the building, adjoining it to the building at 703 Rogers. The remaining structure shell at 709 Rogers will be accessed from and serve as outdoor space for Tate's Blues and Boogie Bar/Restaurant going in at 703 Rogers.

The original plan was to leave the storefront in place, but the revised plan submitted for approval is to remove the glass and aluminum storefront in favor of the decorative aluminum fence panels, which will be rigidly installed to secure the space. The window openings on the second floor will be replaced with new windows for the safety and security of the occupants on the balcony. The existing awning structures will be removed from the buildings, and the exterior of the buildings will

remain much the same as they are, aside from installation of the balcony. As all else has been approved, the only action requested at this time is the approval of removing the storefront itself. This project is also scheduled to be complete in 2018. Mr. Sicard moved approval for the removal of the storefront and installation of the decorative aluminum fence panels. Mr. Ghan seconded, and the motion carried unanimously.

The CBID agreed to not meet in December unless some urgent matter arose, so the next meeting of the CBID Commission is scheduled for January 16, 2018. There being no additional business before the Commission, the meeting adjourned at approximately 10:02 a.m.

Respectfully submitted,



Jeff Dingman
Deputy City Administrator

12/8/2017

**Central Business Improvement District #1
Fort Smith, Arkansas
Financials
November 30, 2017**

BEGINNING YEAR BALANCE (Checking & Savings Account)**109,107.13**

<u>INCOME</u>		
	CURRENT MONTH	YEAR-TO-DATE
Monthly Rental:		
Monthly rental income-U A Fort Smith for The Lyon's Den Building-Initial payment May 2012 of \$15,005.00-Monthly payments thereafter of \$5,410.00 Contributions	5,410.00	59,510.00
Settlement Class Fund- Chesapeake 3/21/17		1.00
Interest earned on savings account	6.06	87.33
Royalties:		
Sonat Exploration Company		
Ozark Oil & Gas		
Chesapeake Operating, Inc.		
Southwestern Coal Co./Ft.Smith #1		
Robert B. Westphal/ F.S.#1 Royalties	0.00	0.00
Total Income	5,416.06	59,598.33
<u>EXPENSES</u>		
Loan Payment:		
First National Bank	4,810.00	52,910.00
check #1045 FSM Downtown Business Association		50.00
Check #1046 Ft Smith Chamber- Membership Investment 3/13/17		275.00
Check#1047 for West End Park		1,969.42
Check #1048 for Park Partners of Fort Smith- Bike Park		25,000.00
Total Expenses	4,810.00	80,204.42
Net Change	606.06	(20,606.09)
Month End Balance		<u>88,501.04</u>

12/8/2017

CENTRAL BUSINESS IMPROVEMENT DISTRICT #1
FORT SMITH, ARKANSAS
November 30, 2017

SELECTED ASSETS

Checking	\$14,721.40
Savings*	<u>\$73,779.64</u> *
Total Cash-on-Hand (Net of Outstanding Checks)	\$88,501.04

***RESTRICTED FUNDS-WEST END PARK SUBSIDY**

(Included in savings balance)

DONOR	DATE	AMOUNT
CBID - Board motion	12/16/2014	\$6,000.00
Chek#1401 for West End Park Loss 2015	3/25/2016	-\$1,740.68
Check#1047 for West End Park Loss 2016	4/18/2017	<u>-\$1,969.42</u>
TOTAL WEST END PARK SUBSIDY FUNDS		\$2,289.90

Undesignated

Anonymous Donor		\$5,000.00
check# 1044 64.6 downtown	12/20/2016	<u>-\$1,850.00</u>
TOTAL UNDESIGNATED FUNDS		\$3,150.00

***PLEDGE COMMITMENTS TO BE PAID:**

TOTAL PLEDGE COMMITMENTS	\$0.00
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TOTAL RESTRICTED FUNDS	\$5,439.90
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- Deducted from above
cash balance

TOTAL CASH NET OF RESTRICTED FUNDS	\$83,061.14
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1/9/2018

**Central Business Improvement District #1
Fort Smith, Arkansas
Financials
December 31, 2017**

BEGINNING YEAR BALANCE (Checking & Savings Account)**109,107.13****INCOME****CURRENT
MONTH****YEAR-TO-DATE**

Monthly Rental:

Monthly rental income-U A Fort Smith for The Lyon's Den Building-Initial payment May 2012 of \$15,005.00-Monthly payments thereafter of \$5,410.00

5,410.00

64,920.00

Settlement Class Fund-Chesapeake 3/21/17

1.00

Interest earned on savings account

6.88

94.21

Royalties:

Sonat Exploration Company

Ozark Oil & Gas

Chesapeake Operating, Inc.

Southwestern Coal Co./Ft.Smith #1

Robert B. Westphal/ F.S.#1 Royalties

Total Income**5,416.88****65,015.21****EXPENSES**

Loan Payment:

First National Bank

4,810.00

57,720.00

Check #1045 FSM Downtown Business Association

50.00

Check #1046 Ft Smith Chamber- Membership Investment 3/13/17

0.00

275.00

Check #1047 West End Park

0.00

1,969.42

Check #1048 for Park Partners of Fort Smith- Bike Park

0.00

25,000.00

Total Expenses**4,810.00****85,014.42****Month End Balance****89,107.92**

1/9/2018

**CENTRAL BUSINESS IMPROVEMENT DISTRICT #1
FORT SMITH, ARKANSAS
December 31, 2017**

SELECTED ASSETS

Checking	\$15,321.40
Savings*	<u>\$73,786.52</u> *
Total Cash-on-Hand (Net of Outstanding Checks)	\$89,107.92

***RESTRICTED FUNDS-WEST END PARK SUBSIDY**

(Included in savings balance)

DONOR	DATE	AMOUNT
CBID - Board motion	12/16/2014	\$6,000.00
Check#1401 for West End Park Loss 2015	3/25/2016	-\$1,740.68
Check#1047 for West End Park Loss 2016	4/18/2017	-\$1,969.42
TOTAL WEST END PARK SUBSIDY FUNDS		<u>\$2,289.90</u>

Undesignated

Anonymous Donor	\$5,000.00
check# 1044 64.6 downtown	<u>-\$1,850.00</u>
TOTAL UNDESIGNATED FUNDS	\$3,150.00

***PLEDGE COMMITMENTS TO BE PAID:**

TOTAL PLEDGE COMMITMENTS	\$0.00
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TOTAL RESTRICTED FUNDS	\$5,439.90
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- Deducted from above
cash balance

TOTAL CASH NET OF RESTRICTED FUNDS	\$83,668.02
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Neighborhood Services Division

P.O. Box 1908, 623 Garrison Ave., Fort Smith, AR 72902

MEMO

Below is the current status report of Property Maintenance issues being addressed within the CBID:

- **23 N. 11th St., Bercher Tire.** Structure has been demolished and lot cleared.
- **901 - 907 Garrison Ave., Uptown Properties, LLC.** Progress continues on this project.
- **512 Garrison Ave. – Daniel R & Evelyn A Wald Family Trust.** The owner has received estimates on the repairs and contract is pending. They are waiting for the temperatures to warm up in order to be able to stretch the covering to repair the stitching.
- **519 Garrison Ave. – Gregory L and Laurie K Burrows.** Three awnings with damaged frames have been removed. An inspection of the remaining awning covers will be made by the owner's representative.

Rick Ruth

Property Maintenance Supervisor

Phone: (479) 784-1027

Fax: (479) 784-1030

E-Mail: rruth@fortsmithar.gov

CBID Building Permits for 2017

Column1	Column2	Column3	Column4
17-00055	1/13/2017	1101 ROGERS AVE	REMODEL---FORT SMITH COFFEE CO
17-00082	1/19/2017	706.5 GARRISON AVE	3RD FLOOR APARTMENT RENOVATION
17-00084	1/19/2017	900 GARRISON AVE	GOINS FURNITURE--FAÇADE DEMO
17-00218	2/9/2017	79 S 3RD ST	REPLACE ROOF
17-00577	3/31/2017	106 N 9TH ST	RENO TOWER TV BLDG EDWARD JONES SUITE
17-00613	4/5/2017	1101 ROGERS AVE	NEW WALL SIGN
17-00620	4/6/2017	401 TOWSON AVE	NEW WALL SIGN
17-00870	5/11/2017	22 N 7TH ST	DEMO BUILDING
17-00925	5/19/2017	403 GARRISON AVE	TENANT INFILL
17-00941	5/23/2017	901-911 GARRISON	REOMVE FRONT SKIN BLDG & INTERIOR DEMO
17-00945	5/23/2017	504 GARRISON AVE	SALON FIVE ZERO FOUR REMODEL
17-00958	5/25/2017	504 GARRISON AVE	REMOVE BLACK & WHITE GLASS TILES TO
			EXPOSE BRICK ON FRONT OF BUILDING
17-01147	6/23/2017	500 GARRSION AVE	REPLACE AWNINGS
17-01184	6/30/2017	509 GARRISON AVE	INTERIOR RENOVATIONS TO EXISTING CLUB
17-01225	7/6/2017	616 GARRSION AVE	WALL SIGN
17-01319	7/20/2017	520 TOWSON AVE	PARKING LOT ADDITION
17-01323	7/21/2017	403 GARRISON AVE	VINYL GRAPHICS
17-01448	8/10/2017	1001 TOWSON AVE	CATH LAB SPARKS REGIONAL ADDITION
17-01454	8/11/2017	906 GARRISON AVE	INTERIOR DEMO
17-01524	8/25/2017	912 GARRISON AVE	REMODEL FOR THAI CURRY
17-01543	8/28/2017	602 GARRSION AVE	RENOVATIONS TO FIRST NATIONAL BANK
17-01555	8/29/2017	504 GARRISON AVE	ERECT NEW WALL SIGN
17-1574	8/31/2017	1112 GARRISON AVE	AWNING
17-01582	9/1/2017	424 GARRSION AVE	SMALL STAGE
17-01738	10/2/2017	912 GARRISON AVE	REPLACE AWNING COVERS
17-01744	10/3/2017	21 N 4th ST	REMODEL/OCCUPANCY CHANGE APARTMENTS
17-01752	10/4/2017	816 GARRSION AVE	ARVEST 2ND FLOOR REMODEL
17-01816	10/13/2017	223 GARRSION AVE	ERECT NEW WALL SIGN
17-01835	10/16/2017	1000 GARRISON AVE	NEW LOCATION/REMODEL FOR R LANDRY'S
17-01876	10/23/2017	905 GARRISON AVE	INFILL FOR UPTOWN COURTYARD
17-01898	10/26/2017	1121 GARRISON AVE	INTERIOR DEMO ONLY
17-01917	10/30/2017	906 GARRISON AVE	ROOF AND ROOF REPAIR
17-01935	11/01/2017	500 GARRISON AVE	REMODEL FOR H & B FOOD FACTORY
17-01991	11/13/2017	912 GARRISON AVE	ERECT NEW WALL SIGN
17-02007	11/14/2017	523 GARRISON AVE	NEW WALL SIGN

CBID BUSINESS LICENSE 2017

1/5/2017	1022 Towson Avenue	The Hill Top	Approved	Private Club
1/11/2017	410 North B Street	Bell Starr Antique Mall	Approved	indoor flea market
1/13/2017	1100 Garrison Ave	Vanguard Holdings LLC	Approved	credit and finance establishment
1/24/2017	1300 Garrison Ave	La Colmena at the Universal Chap	Approved	Art Studio
1/27/2017	11 Court Street	The Buckley Firm LLC	Approved	Legal services/offices
2/2/2017	706 Garrison Ave	Steps Family Resource Center	Approved	support business services
2/23/2017	423 Rogers Avenue	CRF Logistics	Approved	Office for cargo and freight
3/3/2017	411 Garrison Avenue	clothologie	Approved	Clothing Store
3/10/2017	709 Garrison Avenue	Sunshine and Oak	Approved	new and used furniture store
3/28/2017	521 Garrison Avenue	Sacred Grounds	Approved	restaurant
3/28/2017	407 Garrison Avenue	West/Breezeway	Approved	Event Center
4/13/2017	1001 Towson Avenue	Nicole Reid	Approved	Nurse Practitioner
4/27/2017	1100 South D Street	Petree Construction	Approved	Contractor Office Only No Storage
5/3/2017	623 Towson Avenue	Kabita Hibachi Grill	Approved	Mobile Food Truck
5/24/2017	1000 Garrison Avenue	The Retro Diner & Arcade	Pending Fire and Building Ap	Restaurant & Arcade
6/2/2017	917 North A Street	Rolandos Restaurant	Approved	Restaurant
6/9/2017	115 North 10th Street	Frozen Over-Hell on the Border	Approved	Indoor snow cones and sodas
6/14/2017	403 Garrison Ave	Hawkins-Weir Engineering	Approved	Engineer Firm
6/20/2017	301 Garrison Ave	Studio 10 Karaoke Lounge	pending ABC and Health	Karaoke Lounge
6/23/2017	409 Garrison Ave	The Valley Boutique, LLC	Approved	Clothing Store
6/26/2017	1112 Garrison Ave	Garrison Music Company	Approved	Music Store
7/10/2017	523 Towson Avenue	RD Appliance	Approved	New Appliances and Parts
8/2/2017	115 North 10th Street	Harvest Moon Bakery	Approved	Restaurant
8/10/2017	912 Garrison Ave	Thai Curry	Approved	Restaurant
8/18/2017	63 south 6 street	Ft Smith Popcorn	Approved	popcorn company
8/25/2017	504 Garrison Ave	504 Salon	Approved	salon
8/25/2017	204 Towson Ave	Outfitter Roofing & Construction	Pending Fire Approval	Contractor Office Only No Storage
9/4/2017	817 Garrison Ave	The Trolley	Pending Fire and Health App	Food Catering Service
9/7/2017	1000 Garrison Avenue	R. Laundrys	pending ABC and Health	Restaurant
9/14/2017	223 Garrison Ave	Kelts	Approved	Restaurant
9/14/2017	423 Rogers Avenue	Stephen Photography	Approved	Photo Studio
10/3/2017	509 Garrison Ave	Muse Lounge & Night Club	Pending Fire and Building Ap	Private Club

CBID BUSINESS LICENSE 2017

10/11/2017	116 N 6st Stret	Learn To Box	Approved	boxing/fitness center
10/18/2017	900 Towson Avenue	Towson Motors	Approved	Auto Sales "legal non-conforming"
10/25/2017	1112 Garrison Ave	The Soul Collective	Approved	Motion Pictures and Sound
10/26/2017	115 North 10th Street	Timeless Oddities and Curiosity	Approved	Antique Shop
10/27/2017	315 Garrison Avenue	The Knotty Mom	Approved	Antique Shop
11/1/2017	805 Garrison Avenue	Connection Point	Approved	Family Support Services
11/1/2017	520 Towson Avenue	Ear, Nose, Throat Dr.	Approved	Doctor License at Sparks
11/20/2017	3 Court Street	Party Pantry	Pending Fire and Building Ap	Catering Services

MEMORANDUM

TO: Jeff Dingman, Deputy City Administrator
FROM: Brenda Andrews, Planning Dept.
DATE: January 11, 2018
SUBJECT: 913-915 Garrison Avenue – Proposed Garrison Commons Mobile Food Court

John McIntosh, on behalf of 64.6 Downtown, proposes to develop a mobile food court at the existing pocket park at 913-915 Garrison Avenue, known as Garrison Commons. A single mobile food truck was previously located at the park. The attached site plan proposes up to three mobile food trucks. Amenities, such as landscaping, picnic table, screened dumpster and a small stage were installed with the initial development of the park.

A mobile food court is defined as multiple mobile food vendors on a single lot. Food courts are permitted in the Commercial Downtown (C-6) zoning district, but require planning commission approval of a conditional use application. Mr. McIntosh plans to submit a conditional use application for consideration at the planning commission's upcoming February meeting.

The CBID's input on the proposed mobile food court will be provided to the planning commission.

If you have any questions, don't hesitate to contact me.

Enc.



GARRISON COMMONS
913-915 GARRISON AVENUE

LOT 11 BLOCK 50
ORIGINAL CITY



Garrison Commons Proposed Mobile Food Court 913-915 Garrison Avenue

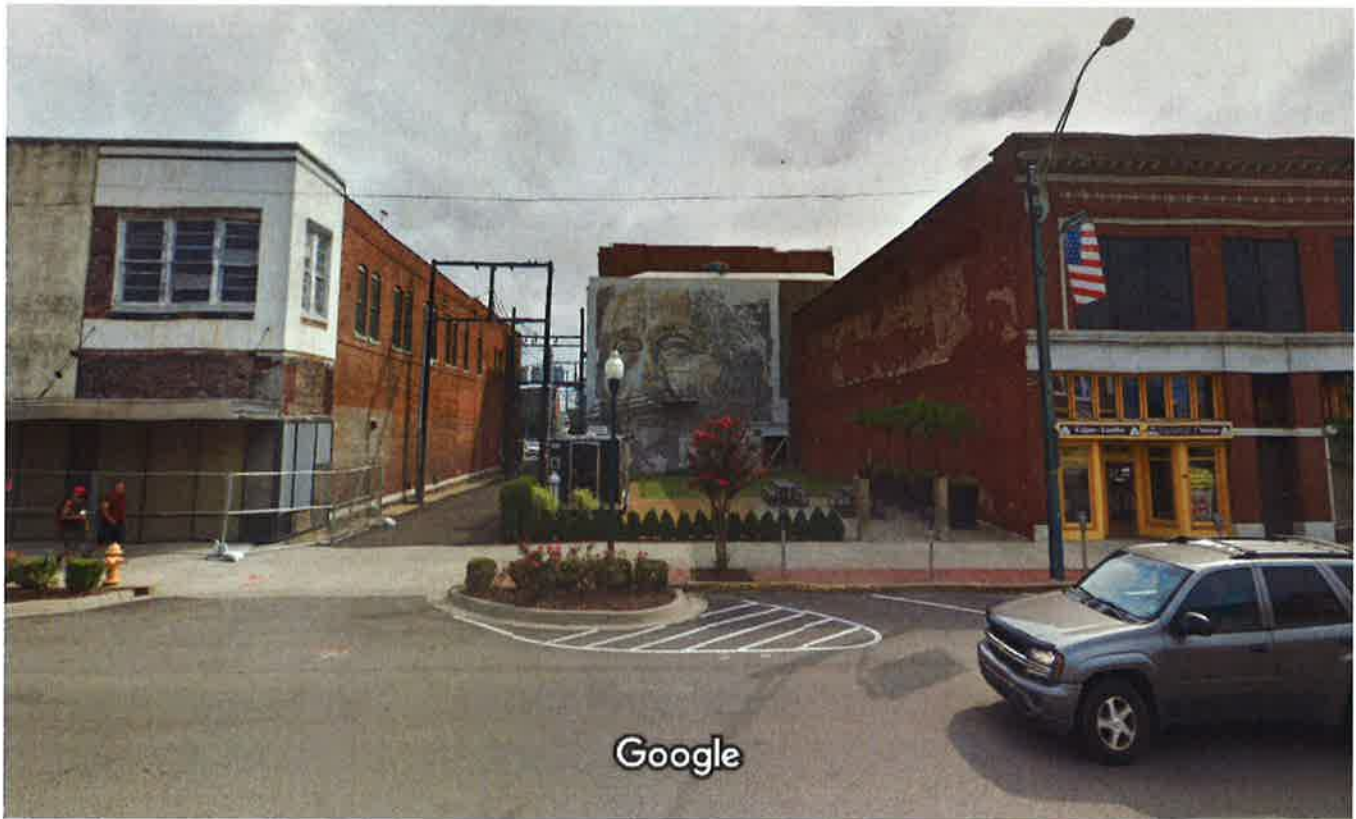


Image capture: Jun 2017 © 2018 Google

Fort Smith, Arkansas

Google, Inc.

Street View - Jun 2017

